



**Department of Public Works  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

December 3, 2013

**SUBJECT: Request for Proposal – Fats, Oils and Grease (FOG) Program, Project WW-01006 (14-21).**

You are invited to submit proposals to provide inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Control Program, Project WW-01006 (14-21) for all of the food service facilities in the City of Los Altos as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the Public Works Director **before 4:00 P.M., Tuesday, January 14, 2014.**

### **PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from technical service providers to perform inspections, education and enforcement services for the Fats, Oils and Grease (FOG) Program for all of the food service establishments (FSEs) in Los Altos. There are approximately 110 FSEs in the City. The intent of this program is to minimize the number of the city's sanitary sewer pipe blockages and related overflows caused by grease build-up in the pipes and improperly maintained grease traps or interceptors. Also, FOG increases the cost of maintenance of the sewer pipes and decreases the capacity of the sewer pipes. Code compliance for fixture connections is also included. The FOG Control Program includes educating the food service establishments about properly disposing of fats, oils and grease generated from food preparation, food service, and kitchen clean up. The FOG Control Program is required as part of the Sanitary Sewer Management Plan (SSMP).

- The technical service provider shall show proof of training from CWEA (California Water Environmental Association) or equivalent organization. Information substantiating equivalence must be provided and may be acceptable at the City's sole discretion.
- The technical service provider shall show proof of having administered a FOG Program in another jurisdiction or jurisdictions.
- The technical service provider shall have knowledge about grease removal devices and associated plumbing.

The technical service provider will conduct inspection and survey visits at all the food service establishments in Los Altos to evaluate their compliance with the City's ordinance

requirements for food service facilities. The purpose of the City's ordinance regarding the grease traps/grease interceptors is to minimize the possibility of grease entering the sewer system from grease generating businesses. A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

### **TIME SCHEDULE**

A proposed time schedule for each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The technical service provider's proposal should include a statement, indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

### **INSURANCE REQUIREMENTS**

The technical service provider will be required to maintain insurance coverage for Liability and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The consultant shall obtain a City of Los Altos Business License.

### **FEE SCHEDULE**

Not to exceed fees should be listed in the Fee Schedule for each task. Payment for work completed will be based on progress to date for each task as described in the SCOPE OF SERVICES. The technical service provider should include costs for attending meetings, site visits, travel expenses, enforcement letters, follow-up letters and visits, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task.

### **PROPOSALS**

Please submit five (5) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications (SOQ) for undertaking the proposed services. At a minimum, the SOQ shall include the following: a) Experience doing similar work in other jurisdictions, b) References, c) Bio of personnel on the project and identification of the primary individual that the City would contact, d) Insurance requirements, and e) Proposed checklist for FOG inspections.

Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. **The Fee Schedule shall be submitted in a sealed envelope as Exhibit "C".**

The technical service provider must be ready to execute the agreement within five (5) days of approval by City Council.

If you need assistance or have questions, please call me at (650) 947-2603 or email me at [afairman@losaltosca.gov](mailto:afairman@losaltosca.gov).

Sincerely,

Aida Fairman, P.E.  
Associate Civil Engineer

Enclosures:

- (1) Scope of Services, dated December 3, 2013
- (2) Agreement for Technical Services (draft version)